

PRE-CONFERENCE AT-A-GLANCE

CATEGORY	MONDAY, July 22, 2002 and Tuesday July 23, 2002 8:00 a.m. to 5:00 p.m. (Both Days)	MONDAY, July 22, 2002 (All Day) 8:00 a.m. to 5:00 p.m.	MONDAY, July 22, 2002 (1/2 Day) 8:00 a.m. to 12:00 Noon
10 Career Enhancement		PC2-11 You and Your Organization: How to Overcome Obstacles	PC3-11 Applying Your Personal Power PC3-12 Who Am I And Where Am I Going?
20 Communications Skills		PC2-21 How to Present Practical, Powerful Presentations PC2-22 Negotiation Skills/ Customer Relations PC2-23 There Is One In Every Group - Really!! PC2-24 Achieving Your Dreams Through the Written Word (PEP) PC2-25 You Said What???	
30 EEO & Human Resources	PC1-31 Understanding Cultural Diversity (2 day course, Monday and Tuesday)	PC2-31 EEO Complaints Process: How to Prepare Your Case PC2-32 Annual Update for EEO Professionals PC2-33 The Diversity Manager Leadership Course	PC3-31 Dealing with Disability: Overcoming Handicaps in Communication in the Workplace
50 Information Technology		PC2-51 Microsoft Excel 2000 - Level 2 (Computer lab) PC2-52 Microsoft PowerPoint 2000 - Level 2 (Computer lab)	
60 Management & Leadership	PC1-61 Essential Management Skills (2 day course, Monday & Tuesday)	PC2-61 Leadership Skills for Women PC2-62 Managing the Generations PC2-63 Team Empower- ment for Peak Performance	PC3-61 Time Management
70 Personal Effectiveness		PC2-71 How to Feel Good and Stay Positive No Matter What PC2-72 Gerontology – Realizing the Success of Elder Care Giving	PC3-71 Getting That Job
90 Special Emphasis Program Manager	91 The Role of the Special Emphasis Program Manager (2 day course, Monday & Tuesday)		

PRE-CONFERENCE AT-A-GLANCE

MONDAY, July 22, 2002 (1/2 Day) 1:00 p.m. to 5:00 p.m.	TUESDAY, July 23, 2002 (All Day) 8:00 a.m. to 5:00 p.m.	TUESDAY, July 23, 2002 (1/2 Day) 8:00 a.m. to 12:00 Noon	TUESDAY, July 23, 2002 (1/2 Day) 1:00 p.m. to 5:00 p.m.
	PC5-11 Soaring to Career Success	PC6-11 Gender Talk	PC7-11 Learning from Other Women – Mentoring
PC4-21 If You Can't Say Anything Nice What Do You Say?	PC5-21 Putting Punch & Power in Presentations PC5-22 It's Not What You Say, But How You Say It		PC7-21 Conflict Resolution
	PC5-31 Leading Through Differences PC5-32 EEO for ADR Professionals	PC6-31 ADR & Mediation for Employees	PC7-31 Preparing for Downsizing and Contracting Out
	PC5-51 Microsoft Excel 2000 - Level 2 (Computer Lab) <i>(Repeated from Monday, not a continuation)</i> PC5-52 Microsoft PowerPoint 2000 –Level 2 (Computer Lab) <i>(Repeated from Monday, not a continuation)</i>		
PC4-61 How to Be Assertive Without Being Pushy PC4-62 Leadership with Purpose Power and Poise PC4-63 The Woman Manager	PC5-61 Leadership Skills – Empowering the Leader PC5-62 The “Character Based” Workplace PC5-63 To Boldly Go Where No One Has Ever Gone Before: Leadership Skills for 2003 and Beyond!!!	PC6-61 Effective Supervisory Skills PC6-62 "Turn Your Group Into a Team"	PC7-61 It's a Jungle Out There!
PC4-71 Taking Control of Your Future		PC6-71 Managing Multiple Priorities	PC7-71 Effective Time Management Just for You

PRE-CONFERENCE COURSE DESCRIPTIONS

PC1-31

Title: Understanding Cultural Diversity (2 day course, Monday and Tuesday)

Dr. Cheri Moore

Description: The two-day workshop will educate those attending in all thirty areas of Cultural Diversity. The workshop offers an understanding of the issues that arise due to the differences between gender, age, religion, lifestyles, beliefs, physical capabilities and cultures that are needed to bring out the best in all of us. The creativity, flexibility and levels of commitment gained with others will empower. There will be activities and open discussions throughout the two-day workshop. This is done so that all attending can receive a hands-on approach that is guaranteed to be exciting, informative and lively.

PC1-61

Title: Essential Management Skills (2 day course, Monday and Tuesday)

Dr. Marc A. De Simone, Jr.

Description: "Essential Management Skills" is exactly what the name implies . . . a 2-day crash course in building the "hands-on" skills essential for success as a manager in government service. Those who attend will learn how to "manage things and lead people" . . . how to manage employee performance and meet organizational deadlines . . . how to move beyond resistance to change . . . the five functions of management . . . how to manage conflict, and many other practical skills in communication and effective human interaction through the use of power, authority, influence, and appropriate control.

PC1-91

Title: The Role of the Special Emphasis Program Manager (2 day course, Monday and Tuesday)

Carrolle A. Rushford

Description: A main objective for each of the special emphasis program areas is to work with management to identify potential EEO problems and develop workable solutions for each of the special emphasis program areas. The Special Emphasis Program Manager (SEPM) must have an understanding of anti-discrimination laws, possess good problem-solving skills to identify if discrimination exists and be able to present alternatives to management and employees in a positive manner. This course is designed to help the SEPM develop the skills necessary to do this.

Training Objectives

- Identify individual roles as SEPMS
- Understand the differences between EEO and affirmative employment
- Identify action items to implement program objectives
- Work with management and employees to overcome employment barriers

Note: Course content is designed for new SEPMS

PC2-11

Title: You and Your Organization: How to Overcome Obstacles

Toy Taira

Description: Is it so bad that you want to quit? Maybe not yet, but it's building. Learn how to face up to those obstacles in your workplace, discover your inner strengths and weaknesses, and become the best for yourself, for the ones you influence, and even for your organization. Learn how to use self-assessments and behavioral modifications to turn your work situation around and take control of your work and personal life. Be the leader you were meant to be. You, your organization, and those all around you, will benefit from this introspective method of self-soul searching and self-modifying behavior that produces better leadership results and a more contented YOU.

PC2-21

Title: How to Present Practical, Powerful Presentations

Bruce Clarke

Description: During this delightful session, participants will learn first hand the "do's and don'ts" of presenting practical, professional, and powerful presentations to various audiences. Topics will include dealing with desk side briefings, flipping out over flip charts, catastrophic computerized presentations and, finally, seeing your way through transparencies and overheads with finesse and grace. Continue to expand your professional education and polish your presentation skills by attending this enlightening presentation.

PC2-22

Title: Negotiation Skills/Customer Relations

Dr. Joan De Simone

Description: This program guides participants through the practice of Principled Negotiation as compared to the "Positional Bargaining" method of negotiation traditionally used. Based on the best selling book "Getting to Yes," this program expands to include negotiations conducted in a "Customer Service" environment in order to produce Customer Satisfaction.

PC2-23

Title: There Is One In Every Group - Really!!

Tara Herriott

Description: Do you "REALLY" want to win friends? Do you "REALLY" want to influence people? Well then, you "REALLY" need to recognize and understand the following:

- * Verbal communications
- * Non-verbal communications
- * Group communications
- * One-on-one communications
- * Evaluating your effectiveness
- * Targeting your speaking
- ** Your kind of communications!!!!!!

PRE-CONFERENCE COURSE DESCRIPTIONS

If you can master the art of communication, you will immediately recognize and understand that “ONE” in every group, REALLY!! What benefit is that to you? ... come and let's find out, have some fun, enjoy the learning and explore the success this program can bring to you and your life!!! Tara will have you roaring with a light-hearted approach to learning new communications skills that will enhance the rest of your life.

PC2-24

Title: *Achieving Your Dreams Through the Written Word (PEP)*

Dr. Marcia Riley-Elliott

Description: This session covers PEP™ (Processing, Editing, and Proofreading) techniques for producing effective writing that achieves the desired results. It focuses on incorporating the three Cs during the writing process. You will learn to improve your written communication skills through a review and practice of proofreading/editing principles and techniques.

PC2-25

Title: *You Said What???*

Janie Walters

Description: Laugh a lot! That's the guarantee of this workshop! Communication is the foundation of all relationships, from personal to professional. It is constantly cited as one of the most important skills in “getting ahead.” Gather tips to strengthen your listening skills, non-verbal skills, and speaking skills. Enjoy renewed confidence in your ability to communicate effectively.

PC2-31

Title: *EEO Complaints Process: How to Prepare Your Case*

Julius Crouch

Description: This seminar will cover the current EEO Complaints Process from the complainant's perspective. We will cover the entire process from the recognition of a discrimination problem through preparations to court. The early presentation will address those steps you need to take to avoid a discrimination complaint, followed by the steps you need to take in order to address the situation without going into the EEO process. If you have to file a complaint, this seminar will give you the step-by-step action you need to take to make the process easier and to improve your chances of prevailing.

PC2-32

Title: *Annual Update for EEO Professionals*

Greg Moore

Description: The EEOC MD 110 requires EEO professionals to annually have 8 hours of training to maintain certification to continue to operate in support of agencies' EEO programs. This interactive program is designed to eliminate the legal

jargon and get to real resolution. Threats don't work in dealing with EEO complaints. Real counseling and program management skills are necessary to move toward each organization's goal to accomplish the mission. This session includes understanding rights and responsibilities, effective interviewing, conducting the limited inquiry, options available to all employees, and conducting settlement discussions. Each attendee receives the Moore & Associates Rights and Responsibilities Quik Reference Checklist and the Negotiated Settlement Discussion Quik Reference Checklist.

PC2-33

Title: *The Diversity Manager Leadership Course*

Fred Soto

Description: This workshop provides personal insight into prejudice, racism, sexism, and other barriers to diversity in a multidimensional model of leadership. Straight Talk™ for Diversity Managers will help participants increase management and employee commitment to diversity by exposing participants to the latest tools and resources which increase the value and effectiveness of the diversity program. During the course, participants will learn the components of effective program management and how to determine the amount of support and guidance needed by the organization. Participants will receive constructive feedback and performance strategies from the author and guest facilitators through a variety of learning activities; brief role-plays, small group discussions, videos, behavior modeling, written exercises and a case study.

PC2-51

Title: *Microsoft Excel 2000-Level 2 (Computer Lab)*

New Horizons Computer Learning Centers

Description: Students will learn the skills and concepts necessary to create charts and to use the list-management capabilities of Excel 2000. You will create, modify and format charts; use graphic objects; sort and filter data.

(NOTE: Limited to 50 attendees)

PC2-52

Title: *Microsoft PowerPoint 2000– Level 2 (Computer Lab)*

New Horizons Computer Learning Centers

Description: Students will learn advanced features of PowerPoint, including customizing templates and the PowerPoint environment and making a presentation interactive by using hyperlinks and action buttons. You will also work with multimedia; work within the Office Suite; build interactive presentations; and collaborate on the web.

(NOTE: Limited to 50 attendees)

PC2-61

Title: *Leadership Skills for Women*

Carol Clendinen

Description: Due to collapsing organizational hierarchies and increasing workforce diversity, our understanding of

PRE-CONFERENCE COURSE DESCRIPTIONS

leadership is being redefined. Leadership now has multiple dimensions with leaders and followers interchanging roles as the situation demands. This program allows participants to explore leadership from three points of view. A highlight is the discovery of personal leadership characteristics and values.

PC2-62

Title: Managing the Generations

Peggy Morrow

Description: “The times, they are a changing” is a fact of the workforce of today. The rules that organizations used in managing employees of the past are no longer working with all the generations represented in the workplace of today. The challenges of managing and motivating today’s employees must be met with creative approaches and adjustments to the different motivators of the generations. Learn how to meet the challenges of dealing with and managing all the veterans, boomers, generation xers and nexters in your life.

Learn:

- The characteristics of each generation in the workforce of today
- Motivators that must be in place for each generation
- What it takes for mixed generations to work well together
- Why generations are in collision in some areas and what to do about it

PC2-63

Title: Team Empowerment for Peak Performance

Edie Raether

Description: In this “walk before you talk” action-oriented seminar, you will experience the elements of team building. Through actual hands-on, feet-first exercises and group activities, you will assess and develop your collective or team IQ. The team will maintain momentum and sustain optimal performance by mastering the dynamics of creative collaborating and strategic coaching

PC2-71

Title: How to Feel Good and Stay Positive No Matter What

Mary Kay Mueller

Description: Anyone can stay positive when the sun is shining, the kids are healthy and the new vehicle is in the driveway, but how do you stay positive when it feels like everything’s crashing in around you? Keep breathing, as author Mary Kay Mueller’s refreshing presentation helps put it all in a perspective that’s as positively powerful as it is practical!

In this all-day presentation, Mary Kay will remind us:

- How to feel better immediately, anytime you want to

- How to achieve your dreams and goals with greater ease and joy
- How to handle every challenge and setback more positively
- How to release worry and regret to increase your energy levels
- How to stay in positive communication with those around you
- How to make the best decision for you in every situation

PC2-72

Title: Gerontology – Realizing the Success of Elder Care Giving

Wilma Schmitz, Susan Relfe and Nancy Larson

Description: Set a course for the future as the Gerontology team, three aging specialists, lead participants through the obstacles of caring for older family members. This interactive day will...

- Reprogram beliefs about aging: Focusing on the realities of aging rather than the fears.
- Identify the obstacles of care giving: By learning when to change and when to stay on course.
- Arm the participants with adaptive resources: For the stages of change in mental, physical & social roles.
- Support the caregivers in their mission: Providing guidance in legal issues and concerns.
- Realize personal success: Respecting relationships & teamwork with others.

PC3-11

Title: Applying Your Personal Power

Venita Colbert

Description: You will find a flowing reservoir of talents within you. You will come to recognize the power within yourself. You CAN and WILL use your power-filled self to accomplish your goals and objectives, on the job, at home, and in your social life. You are overflowing with the strengths you need to overcome most life challenges. Using my Positive Change Cycle, we will map out your power and strategically build confidence that will move you up the career ladder, increase your professionalism, deal with the system, create other opportunities, and rid yourself of self-doubt. Get to the source of real power – within you!

PC3-12

Title: Who Am I And Where Am I Going?

Linda Fresh

Description: Many of us ask ourselves how we got to where we are in our lives – personal, professional, financial, spiritual, etc. – and where we are going from here? This workshop focuses on finding out how you got there and deciding where you want to go from here. Participants will learn life mapping, mind mapping, and goal setting techniques.

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PC3-31

Title: *Dealing with Disability: Overcoming Handicaps in Communication in the Workplace*

Dorene Ludwig

Description: Confused about how to deal with a person with a disability? Do you have a visible disability that gets in your way of communicating with people? Do you have a disability that is invisible and don't know how to handle it? Come learn more about Defining Disability with an Overview of Related Issues including: Anecdotes and Notes from the Battlefield – Work Experiences with the Media Access Office (Organizational Liaison between the media/entertainment industry and people with disabilities); Societal view of People with Disabilities, Perceptions of people with disabilities in the workplace; “Mainstreaming” people with disabilities; Effect of Media on the view and treatment of people with disabilities; Is disability in your future?; Making Changes and Open Discussion.

PC3-61

Title: *Time Management*

Rosie Lumetta

Description: Time is the only coin of life; be careful or others will spend it for you! Is this how you feel....that all the key players in your life – your spouse, kids, co-workers, friends – are spending your time coins? Do you feel like you're moving through your day at warp-speed? Do weeks fly by and you can't remember where your time went? If this is an accurate description of how you feel, then this workshop is just the ticket for you. Because, when all the time coins of your life have been spent, you'll want to make sure that they were well spent doing the activities that you love; that energize you; and that give you satisfaction. This is an interactive workshop with individual and small group exercises where you'll learn how to determine exactly where your time is spent. You'll also learn how to eliminate self-defeating behavior along with learning new techniques to set personal priorities and delegate more work.

PC3-71

Title: *Getting That Job*

William Eason

Description: This program will supply participants with career management tools to help project a stronger, more professional image during a job interview. You will improve interview skills through understanding what to do and say and what NOT to do or say to ensure the success of the interview. This workshop will: define a job interview, explain the three phases of an interview, provide interview tips, and share employer comments on winning interviews.

PC4-21

Title: *If You Can't Say Anything Nice ... What Do You Say?*

Sarita Maybin

Description: Remember the old saying, “if you can't say anything nice, don't say anything at all.” Yet there are times when you may need to give constructive criticism or resolve a conflict situation. This workshop will provide the necessary tools to handle these challenging situations with tact and skill. Highlights will include a three-step process for confronting conflict, how to control your emotions in difficult situations, and how to respond to hidden agendas. PLUS, learn what to do when the conflict is with your boss.

PC4-61

Title: *How to Be Assertive Without Being Pushy*

Debra Washington Gould

Description: This course presents the concept of how to communicate so that you can influence others positively from your viewpoint. You will learn how to gain respect, build rapport with your peers and boss and how to be assertive without being aggressive, bossy and pushy.

PC4-62

Title: *Leadership with Power, Purpose and Poise*

Jeanette S. Hite and Laverne A. Parks

Description: The age old question is whether leaders are born or developed. Come learn the challenges and responsibilities of good leadership. Learn what people expect and respect from leaders with Power Purpose and Poise.

PC4-63

Title: *The Woman Manager*

Dr. Connie Sitterly

Description: What does it take to get on top and stay there? This presentation is based on the book by the same name, written by Dr. Connie Sitterly. You will learn how to maximize your present position, understand power and politics, lead, gain visibility, be taken seriously, identify career competencies and overcome career blocks, develop promotable skills, and network.

PC4-71

Title: *Taking Control of Your Future*

Dr. Pamela L. Prewitt and Dr. Connie S. Wardell

Description: Preparing for life after retirement from government service can be challenging. This session will address the psychological and financial issues surrounding retirement. The session will engage participants in exercises designed to help them make decisions for this new phase of their lives. Using the presenters' experience in investment clubs, the session will also educate participants on the usefulness of this type of educational experience.

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PC5-11

Title: Soaring to Career Success

Dorothy Nelms

Description: This workshop is designed to be a motivational and learning experience from which participants leave inspired and ready to make decisions about their careers, lives, and goals. In this seminar, participants will acquire needed skills and abilities and develop strategies to attain career and personal goals and achieve organizational and personal power. Each will have a personalized plan of action to use immediately.

PC5-21

Title: Putting Punch & Power in Presentations

Marlene Chism

Description: If you are spending too much time preparing your presentation, this seminar will cut your learning time in half. Benefit from using the cluster technique and develop creative tricks to aid in memory retention. Discover the four main reasons presentations flop and have fun experimenting with various formats and props. Learn how to properly introduce yourself and why you should always write your own introduction when you are the speaker. Learn how to do an audience analysis and explore facilitation techniques to get 100% involvement.

PC5-22

Title: It's Not What You Say, But How You Say It

Tara Herriott

Description: "How many times have you been in a conversation where you thought..... IF ONLY I HAD NOT SAID IT THAT WAY!!!!!!" Your words can hurt or help you in every personal or professional situation. Tara will show you five ways to shatter ineffective communication patterns and replace them with powerful methods to increase your impact and influence. You'll leave better prepared to control your tongue and yet still get across the message you intend with just the *right emphasis* in just the *right way*. This session is about MORE... MUCH MORE than communication. It is about YOU possessing personal effectiveness in every aspect of your life. Let Tara give YOU the gift of... EXCELLENCE IN ACTION !!!

PC5-31

Title: Leading Through Differences

Nancy Lewis

Description: The workforce of the new millennium is more diverse than ever before. Diversity is not going to go away; it is a part of our daily business practices. To improve morale and productivity, the need for valuing our diverse internal and external customers is essential. As government agencies strive to expand customer base and impact the bottom line, appreciating and respecting difference must become a way of life. This workshop will provide a forum to discuss the relevance of diversity in the workplace today. We will share ideas that will heighten the employees' awareness of diversity

and the impact it can have on working relationships. We will discuss the importance of being sensitive to the cultural differences (i.e., language, communication style, and ethnicity, etc.) that exist in our working world. Participants will leave with a clearer understanding about the importance of appreciating and valuing diversity.

PC5-32

Title: EEO For ADR Professionals

Greg Moore

Description: Since 1991 federal agencies have tried to create ADR programs for the purpose of attempting to resolve disputes at the lowest possible level. Most agencies have adapted Mediation as their ADR method of choice. Thousands of employees have been certified to conduct mediation, but most have not been trained in those areas required by the EEOC to deal with complaints of discrimination. This session brings the Mediator into the next level of understanding of what they are really trying to resolve. Not understanding the rules of engagement, the legal and regulatory requirements necessary to conduct a Mediation session, many agreements were considered illegal, unethical, and non-binding. This day-long session allows the third party neutral to fully understand the depth of their responsibilities to resolve the dispute at the lowest possible level using Mediation as their ADR tool.

PC5-51

Title: Microsoft Excel 2000– Level 2 (Computer Lab)
(Repeated from Monday, not a continuation)

New Horizons Computer Learning Centers

Description: See PC2-51

(NOTE: Limited to 50 attendees)

PC5-52

Title: Microsoft PowerPoint 2000– Level 2 (Computer Lab)
(Repeated from Monday, not a continuation)

New Horizons Computer Learning Centers

Description: See PC2-52

(NOTE: Limited to 50 attendees)

PC5-61

Title: Leadership Skills – Empowering the Leader

Dr. Joan De Simone

Description: This highly interactive seminar assists participants in empowering the leader within themselves and others by mastering the ancient secrets of the four cardinal virtues: Wisdom, Courage, Inner-Order, and Justice and their subsidiary virtues (good habits for leaders), which are necessary for developing leadership skills. This seminar is based on the concepts of Dr. Joan De Simone's book by the same name and her upcoming second book on Women in Leadership.

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PC5-62

Title: The “Character Based” Workplace

Dr. William Powell

Description: In this dynamic session, areas to be covered are 1) the examination of “Character Based” Attitude/ Personality, 2) inter-personal relationships at home and work, 3) your decisions and choices based on character and 4) the quality of your decisions and choices. People learn how to take their place at work based on their education and skills. What is missing is the Character that is crucial to the work ethic we grew up with but which some have lost along the way. The interactive workshop will include the identification of character flaws at work and how to re-tool character and integrity issues. Participants will learn how to inspire character and integrity in work and home relationships, as well as how to thrive and survive in an organization where decision making on a moral high ground is virgin territory. They will also learn “Character Based” mentoring and role modeling skills. This lively session will show participants how to mentor peers, subordinates and supervisors in positive character traits.

PC5-63

Title: To Boldly Go Where No One Has Ever Gone Before: Leadership Skills for 2003 and Beyond!!!

Janie Walters

Description: Few people are ever born great leaders. However, many people can be trained to think and act like a great leader. Using lots of laughter, group discussions, games, and audience participation, leaders of all ages and experience levels will be introduced to essential attitudes, tools, and qualities of great leaders.

PC6-11

Title: Gender Talk

Carolyn Duff

Description: Women and men learn the same language but we don’t always understand each other. This workshop takes a light yet serious look at factors that affect communication between women and men. The first rule in good male/female communication is to Not Take Offense. The second rule is to Understand in Order to Be Understood. Stories, facts, examples and exercises give participants an opportunity to have fun while improving their ability to communicate effectively with women and men at home and at work.

PC6-31

Title: ADR and Mediation for Employees

Julius Crouch

Description: This class is a look at the basics of ADR, with the focus on Mediation, as the most popular form of ADR used in the government today. This workshop will provide employees with the knowledge to participate in the process from the planning of the mediation session to the conclusion with an acceptable agreement. This process will be reviewed from the perspective of the employee’s participation with or without a representative.

PC6-61

Title: Effective Supervisory Skills

Sarita Maybin

Description: How do YOU rate as a supervisor? What does it take to keep your employees motivated? How should you respond to employees with “attitude” problems? Find out the answers to these questions and more in this fun and interactive workshop designed to help you take your supervisory skills to the next level!

PC6-62

Title: Turn A Group Into A Team

Dr. Connie Sitterly

Description: In the midst of a rapid changing, competitive business environment characterized by diversity, restructuring, downsizing and quality/service initiatives, teams drive the improvement process to accomplish more, better, faster. This course will help turn your group into a team, provide the guidance to avoid pitfalls of teaming, and create an esprit de corps in your workplace.

PC6-71

Title: Managing Multiple Priorities

Marion Stevens

Description: As we struggle in a work environment of doing more with less, it becomes more important every day to make every minute count. This seminar will offer you easy-to-live-with-strategies that will help you manage the need to be in two places at one time.

PC7-11

Title: Learning from Other Women – Mentoring

Carolyn Duff

Description: Women are a great resource of knowledge, wisdom and experience for other women – at work and in the community. This highly involving workshop encourages and prepares women to reach out to other women as mentors. Woman-to-woman mentoring takes many forms. Connections can be informal or formal. Protégés can have one mentor or women can form peer-mentoring pairs, create mentoring circles to take advantage of short term and specifically focused mentoring opportunities. In this workshop you will be introduced to the female mentoring style and its many expressions. You will have opportunities to mentor and be mentored, and you will leave prepared to initiate a mentoring connection that will enhance both your life and your career.

PC7-21

Title: Conflict Resolution

Debra Washington Gould

Description: Conflict – the tension that exists when people or organizations have conflicting or competing goals – is on the increase. This course is designed to aid participants in recognizing conflict, understanding its impact, and building skills to aid in maintaining emotional control.

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PC7-31

Title: Preparing for Downsizing and Contracting Out
Julius Crouch

Description: This class is an overview of the methods used to contract out government jobs. This course will provide background information that employees need to prepare for the changes that are taking place throughout government. This course provides a foundation for all employees to prepare for their future and to avoid the pitfalls of those who have already experienced this situation.

PC7-61

Title: It's a Jungle Out There!
Lawrence Gardner

Description: "It's a Jungle Out There" is a highly entertaining and engaging workshop on identifying, profiling, and utilizing the "emotional ecology" of group dynamics in order to develop and maximize effective strategies. A fun exercise in introspection will lay the groundwork for interactive group awareness. Set in the "jungle" you will discover and recognize why your individual traits and talents are necessary to optimize positive results in both your personal and professional relationships. At the conclusion of the workshop you will take home your very own highly personalized jungle character, a big smile, and a light heart. Whether your goal is a successfully completed project or a "total team based" effective organization, these survival skills will assist you in managing and delegating responsibilities fairly and appropriately. Come along and join in the excitement and fun of "It's a Jungle Out There!"

PC7-71

Title: Effective Time Management Just for You
Marion Stevens

Description: The Personality Based Time Management Seminar will help clear away the rules and rhetoric and offer you easy-to-live-with-strategies that will benefit everyone from the compulsively organized to the totally disorganized, in an entertaining and enlightening environment. The workshop offers practical solutions to everyday planning situations in business and at home with meaningful and enjoyable exercises.

NTP WORKSHOPS AT-A-GLANCE

CATEGORY	WEDNESDAY, July 24, 2002 1:00 p.m. to 4:00 p.m.	THURSDAY, July 25, 2002 8:00 a.m. to 11:00 a.m.
10 Career Enhancement	GS1-11 Dressing for Success – Personality Plus GS1-12 Self Esteem and the Workplace	GS2-11 Math Refresher (<i>All day session, select GS3-11 for p.m. Session</i>) GS2-12 Getting That Job GS2-13 Who Am I and Where Am I Going? GS2-14 How Work Affects Your Home and How Home Affects Your Work GS2-15 How To Stay Employable GS2-16 Beatitudes for the Bureaucracy
20 Communications Skills	GS1-21 Putting Punch & Power in Presentations GS1-22 Tell It Like It Is: It's Your Autobiography! GS1-23 Listening for Heaven's Sake GS1-24 Gender Talk	GS2-21 Do You Have Hardening of the Attitude? GS2-22 If You Can't Say Anything Nice, What Do You Say?
30 EEO & Human Resources	GS1-31 Dealing with Disability: Overcoming Handicaps in Communication in the Workplace GS1-32 Diversity – Embracing Cultural Synerg	GS2-31 Privileged Americans
40 FEW, Legislation & Women's Issues	GS1-41 Maximizing Your Federal Future Through Membership in FEW GS1-42 Federal Women's Program Manager Forum	GS2-41 Military Women's Forum GS2-42 Understanding Your Government Retirement Benefits GS2-43 FEW Chapter Officer Training, Part I (<i>All day session, select GS3-41 for p.m. Session</i>) GS2-44 FEW Regional Manager/Regional Representative Training (<i>All day session, select GS3-43 for p.m. Session</i>) GS2-45 Federal Women's Program Manager Forum (<i>Repeat of morning session, not a continuation</i>) GS2-46 FEW New Member Orientation
50 Information Technology	GS1-51 Introduction to HTML (<i>Computer Lab</i>) GS1-52 Introduction to HTML (<i>Computer Lab</i>)	GS2-51 Microsoft Excel Level 2 (<i>Computer Lab</i>) All day session, select GS3-51 for p.m. Session GS2-52 Microsoft PowerPoint 2000 Level 2 (<i>Computer Lab All day session, select GS3-52 for p.m. Session</i>) GS2-53 Understanding the Web and Managing a Site
60 Management & Leadership	GS1-61 Women In Leadership GS1-62 It's a Jungle Out There! GS1-63 Effective Supervisory Skills GS1-64 People Power - Keeping Yourself and Your Staff Fired Up & Motivated GS1-65 Dynamic Management For the 21 st Century GS1-66 Influencing Without Authority GS1-67 Normal is Gone and It Won't Be Back	GS2-61 Time Management GS2-62 "Character Based" Personal and Team Leadership
70 Personal Effectiveness	GS1-71 Effect a Positive Change in Others GS1-72 You've Got What It Takes GS1-73 Energy Management – How to Improve Your Positive Energy Levels GS1-74 Steering Clear of Stress in Times of Transition GS1-75 Be All You Can Be & Survive to Tell About It! GS1-76 Do You See What I See? Do You Know What I Know?	GS2-71 Maintaining Balance – Home, Family and Entrepreneurship – A Choice for Women GS2-72 The Superwoman Complex GS2-73 Credit Resolution GS2-74 The Garbage Truck Comes on Tuesday and Friday
80 The Next Chapter	GS1-81 Living Past a Parent's Illness	GS2-81 Take Charge of Your Life – Learn How to Reduce & Control Stress GS2-82 Finding Your Space When It's Your Turn To Be the Care Giver

NTP WORKSHOPS AT-A-GLANCE

THURSDAY, July 25, 2002 2:30 p.m. to 4:30 p.m.	FRIDAY, July 26, 2002 8:00 a.m. to 10:00 a.m.	FRIDAY, July 26, 2002 10:30 a.m. to 12:30 p.m.
<p>GS3-11 Math Refresher (<i>Continuation of GS2-11 from a.m.</i>) GS3-12 Dressing for Success – Personality Plus (<i>Repeat of a.m. session, not a continuation</i>) GS3-13 Seeing Change as Leading to Growth and Improvement GS3-14 Sisters Together: Breaking Barriers To Achieve Our Dreams GS3-15 Professionalism and Prosperity GS3-16 You Want Me To Do What, by When?</p>	<p>GS4-11 Never Ask a Cactus For a Helping Hand</p>	<p>NTP Closing Plenary Session Keynote Speaker: Fred Soto, Straight Talk Enterprises</p>
<p>GS3-21 Public Speaking is a Piece of Cake GS3-22 Negotiating For What You Want</p>	<p>GS4-21 Effective Hotel Contract Negotiations GS4-22 Negotiation Skills GS4-23 Parliamentary Procedures for Productive Meetings GS4-24 Write in Plain English (<i>WIPE</i>)</p>	
<p>GS3-31 EEO Complaints Process and Overview GS3-32 ADR From a Complainant's Prospective GS3-33 Dealing With EEO Burnout</p>	<p>GS4-31 Preparing for Downsizing & Contracting Out GS4-32 Diversity Is Like a Mirror GS4-33 Sexual Harassment – The Real Deal GS4-34 Diversity in the Federal Workplace</p>	
<p>GS3-41 FEW Chapter Officer Training, Part II (<i>Continued from a.m. session GS2-43</i>) GS3-42 Legislative Update GS3-43 FEW Regional Manager/Regional Representative Training (<i>Continued from a.m. session GS2-44</i>)</p>	<p>GS4-41 Social Security: Planning for Your Future GS4-42 FEW Awards Training GS4-43 FEW National Board Orientation (<i>mandatory for newly elected BOD</i>) GS4-44 Legal Education Fund (LEF) Briefing GS4-45 Freedom of Information Act (FOIA) Briefing GS4-46 Understanding Your Government Retirement Benefits GS4-47 Catapult Your FEW Membership Numbers</p>	
<p>GS3-51 Microsoft Excel Level 2 (<i>Continuation of Session GS2-51</i>) GS3-52 Microsoft PowerPoint 2000 Level 2 (<i>Continuation of Session GS2-52</i>)</p>	<p>GS4-51 Email Etiquette</p>	
<p>GS3-61 Setting and Measuring Goals and Objectives GS3-62 Leadership Skills – Empowering the Leader Within GS3-63 Professionalism and Its Impact On Your Career</p>	<p>GS4-61 The Six Steps of Effective Delegation GS4-62 Focus on You GS4-63 What Does Riding Your Own Motorcycle Have to Do With Leadership GS4-64 Popeye and Popsicles or POP Goes the Weasel: “Humor for Life”</p>	
<p>GS3-71 Buy a Car Without Getting Ripped Off GS3-72 Celebrating Life GS3-73 Legal Checkup For the Sandwich Generation GS3-74 Crime Prevention for the Private Citizen GS3-75 How to Build a Solid Credit Foundation for Life</p>	<p>GS4-71 Terrorism: What Is It? GS4-72 Discovering the Uniqueness of You</p>	
<p>GS3-81 10 Commandments for Self-Empowerment GS3-82 Menopause and Me</p>	<p>GS4-81 Elder Hostel GS4-82 Women's Health Issues – How to Keep the Energy Flowing</p>	

GENERAL SESSION WORKSHOPS DESCRIPTIONS

GS1-11

Title: Dressing for Success – Personality Plus
Catherine Eyer and Melinda Crawford

Description: “Dressing for Success” is a fun “audience-interactive” educational program addressing the power of first impressions. When people meet you for the first time, they make 11 different assumptions about you within the first 30 seconds based purely upon what they see. Learn the secrets to looking your best! Discover the power of color! Learn how to look 10 pounds thinner! Discover your body type so you can choose the best clothing styles. Learn about your communication style so you can be more effective in the workplace and home. They will also be offering makeovers at their booth in the Exhibit Hall.

GS1-12

Title: Self Esteem and the Workplace
Dr. Cheri Moore

Description: Learn how self-esteem can affect your work environment positively as well as negatively. Learn what you can do to increase your levels of self-esteem and inward motivation.

GS1-21

Title: Putting Punch & Power in Presentations
Marlene Chism

Description: If you are spending too much time preparing your presentation, this seminar will cut your learning time in half. Benefit from using the cluster technique and develop creative tricks to aid in memory retention. Discover the four main reasons presentations flop and have fun experimenting with various formats and props. Learn how to properly introduce yourself and why you should always write your own introduction when you are the speaker. Learn how to do an audience analysis and explore facilitation techniques to get 100% involvement.

GS1-22

Title: Tell It Like It Is: It’s Your Autobiography!
Venita Colbert

Description: An in-depth look into your personal make up. You get the opportunity to examine your true self. You will identify and analyze your stages of life development. You will be able to trace your life back to childhood and beyond to answer questions you’ve had about your personality, behavior, and perspectives on life. You’ll find out why you applied and did not apply yourself in many instances. Most importantly, you can FIX yourself and clean up your act. This is a character building, self-identifying approach to changing one’s choices.

GS1-23

Title: Listening for Heaven’s Sake
Lillian Cooke

Description: This is a fun, interactive workshop dealing with a lost art – listening. In this workshop we discuss “The Fax about Communication.” “Barriers to Communication”. “Adverse Advisors (which is a really fun filled block),” “RADAR Listening”, and end with the acrostic “RESPECT” to help remember the key points of the workshop. This workshop was developed because, “Just about everyone I know is a problem, has a problem or lives with a problem.” Effective communication can prevent and solve a lot of problems.

GS1-24

Title: Gender Talk
Carolyn Duff

Description: Women and men learn the same language but we don’t always understand each other. This workshop takes a light yet serious look at factors that affect communication between women and men. The first rule in good male/female communication is to Not Take Offense. The second rule is to Understand in Order to Be Understood. Stories, facts, examples and exercises give participants an opportunity to have fun while improving their ability to communicate effectively with women and men at home and at work.

GS1-31

Title: Dealing with Disability: Overcoming Handicaps in Communication in the Workplace

Dorene Ludwig

Description: Confused about how to deal with a person with a disability? Do you have a visible disability that gets in your way of communicating with people? Do you have a disability that is invisible and don’t know how to handle it? Come learn more about Defining Disability with an Overview of Related Issues including: Anecdotes and Notes from the Battlefield – Work Experiences with the Media Access Office (Organizational Liaison between the media/entertainment industry and people with disabilities); Societal view of People with Disabilities, Perceptions of people with disabilities in the workplace; “Mainstreaming” people with disabilities; Effect of Media on the view and treatment of people with disabilities; Is disability in your future?; Making Changes; Open Discussion.

GS1-32

Title: Diversity – Embracing Cultural Synergy

Edie Raether

Description: Following is an outline of this dynamic, interactive workshop. Edie Raether brings high energy and enthusiasm to her workshops. She will speak on these topics and much more!

- Integrating Mental Diversity and Thinking Styles: A Whole-Brain State of Mind
- Multi-Cultural Work Teams: Developing a Pluralistic Work Force

GENERAL SESSION WORKSHOPS DESCRIPTIONS

- Valuing Diversity: More than Equal Opportunity
- Understanding Cultural Behaviors and Expectations
- Learning the Cultural Etiquette of Communication
- Performance Evaluation in a Diverse Organization
- Captives of Culture: Behavioral “Software” that Programs Us All!

GS1-41

Title: Maximizing Your Federal Future Through Membership in FEW

Jeanette Miller and Freda Kurtz

Description: This workshop will provide you Fuel to Maximize Your Federal Career” and (1) Provide key information on FEW – its purpose, history, accomplishments, and how it represents YOU; (2) Explain the importance of coalition partners and how partnerships influence the passing of legislation affecting your benefits and government employment; and (3) Reveal how FEW partners with the Federal Women’s Program to best represent women in Government. MAKE BIG STRIDES TOWARDS YOUR FEDERAL FUTURE by joining experienced FEW leader Freda Kurtz and Jeanette Miller, Past National FEW Presidents.

GS1-42

Title: Federal Women’s Program Manager Forum

Jean Parker and Patricia Wiggins

Description: This course is designed by departmental and agency headquarters-level Federal Women’s Program Managers (FWPMs) from Washington, D.C. for all FWPMs at any level. The workshop is designed for FWPMs to learn about their roles and responsibilities, to share ideas on preparing a work plan, forming an advisory committee, planning and executing education and awareness events and to identify program resources.

GS1-51

Title: Introduction to HTML4.0-Level 1 (Computer Lab)
Two classes offered in this subject area.

New Horizons Computer Learning Centers

Description: Students will learn HTML code. You will learn to format text, add local and remote links, add graphics and sound; and set body and background attributes.

(NOTE: Limited to 50 attendees)

GS1-52

Title: Introduction to HTML4.0-Level 1 (Computer Lab)
Two classes offered in this subject area.

New Horizons Computer Learning Centers

Description: Students will learn HTML code. You will learn to format text, add local and remote links, add graphics and sound; and set body and background attributes

(NOTE: Limited to 50 attendees)

GS1-61

Title: Women In Leadership

Carol Clendinen

Description: Due to collapsing organizational hierarchies and increasing workforce diversity, our understanding of leadership is being redefined. Leadership now has multiple dimensions with leaders and followers interchanging roles as the situation demands. This program allows participants to explore leadership from three points of view. A highlight is the discovery of personal leadership characteristics and values.

GS1-62

Title: It’s a Jungle Out There!

Lawrence Gardner

Description: “It’s a Jungle Out There” is a highly entertaining and engaging workshop on identifying, profiling, and utilizing the “emotional ecology” of group dynamics in order to develop and maximize effective strategies. A fun exercise in introspection will lay the groundwork for interactive group awareness. Set in the “jungle” you will discover and recognize why your individual traits and talents are necessary to optimize positive results in both your personal and professional relationships. At the conclusion of the workshop you will take home your very own highly personalized jungle character, a big smile, and a light heart. Whether your goal is a successfully completed project or a “total team based” effective organization, these survival skills will assist you in managing and delegating responsibilities fairly and appropriately. Come along and join in the excitement and fun of “It’s a Jungle Out There!”

GS1-63

Title: Effective Supervisory Skills

Sarita Maybin

Description: How do YOU rate as a supervisor? What does it take to keep your employees motivated? How should you respond to employees with “attitude” problems? Find the answers to these questions and more in this fun and interactive workshop designed to help you take your supervisory skills to the next level!

GS1-64*

Title: People Power - Keeping Yourself and Your Staff Fired Up and Motivated ***CANCELLED**

Peggy Morrow

Description: Seventy percent of organizations list “lack of employee motivation” as the most annoying problem in their organization. Keeping employees motivated, avoiding excessive turnover and increasing productivity is a key challenge in today’s workplace. A manager’s job is much more than intervening when things go wrong.

Learn:

- The five “R’s” of motivating entry-level staff
- How to tap into the intrinsic motivators of your people

GENERAL SESSION WORKSHOPS DESCRIPTIONS

- Demotivators in the workplace
- Assessing your motivation gaps
- Reward and recognition ideas

GS1-65

Title: *Dynamic Management For the 21st Century*

Dorothy Nelms

Description: Many new challenges and some unresolved ones from the 20th Century, will be facing managers in the 21st Century. They include: managing increasing technology and closing the gap in technological skills; developing and managing diversity; developing and maintaining new customer bases; and increasing globalization to name a few. This session will focus on four primary skills to be effective: leadership, motivation, communication and creativity.

GS1-66

Title: *Influencing Without Authority*

Dr. Connie Sitterly

Description: As more and more companies reorganize along the lines of a horizontal structure as opposed to the vertical style of management, those who need to get action from other employees are not necessarily those in charge. As responsibilities increase, smooth operations and productivity of the organization depend on the ability to collaborate for common goals. *Influencing Without Authority* deals with the challenges of those who face increasing responsibilities without having the mandated authority to demand results from others. Participants will receive the tools to achieve goals, build confidence and collaboration, lead and deal more effectively with others.

GS1-67

Title: *Normal is Gone and It Won't Be Back (Coping With and Embracing Change)*

Janie Walters

Description: This highly interactive, funny, and thought-provoking session tackles a subject at the very heart of stress: CHANGE. The content requires us to come to grips with the reality of change; it encourages enthusiasm in change; and it offers motivational strategies for persevering during change.

GS1-71

Title: *Effect a Positive Change in Others – Learn to Deal with Difficult People*

Joyce Duco

Description: Attempting to help others become positive requires some understanding about why certain people are negative in the first place. We also need to understand "attitude." Where does it come from? How does it affect our health, happiness, personal and professional successes? Learn to use the mind/brain to break negative habits/attitudes and develop positive ones. Also learn effective communication skills and how to use the power of suggestion to motivate, encourage and achieve positive results.

GS1-72

Title: *You've Got What It Takes!*

Debra Washington Gould

Description: Discover techniques and strategies that work for entrepreneurs. Learn to build the right mental attitude to create your vision. Realize that you've got what it takes to live your dreams. The desire and passion is yours when you believe and commit to these action steps: discovering and promoting your uniqueness, establishing successful business goals, and learning a systematic approach to marketing your ideas.

GS1-73

Title: *Energy Management – How to Improve Your Positive Energy Levels*

Barbara Gray

Description: Energy Management is a performance oriented, highly motivating, and cost-effective program designed specifically for government employees. It is the most pertinent program available to change the energy level of employees from the moment class begins. The long-term benefits include: increased job performance, improved health, productivity and incentive to do a job well done. The results are guaranteed. The one-minute techniques are simple and easy, non-technical and can be done in a moment anywhere, anytime! Employees can go through the energy increasing techniques in just a few minutes.

GS1-74

Title: *Steering Clear of Stress in Times of Transition*

Mary Kay Mueller

Description: Mergers, reorganization and reductions are common transitions in today's organizations. This seminar will provide you the skills and tools for guiding yourself and others through the stress of transition. Times of transition test us as nothing else can; people tend to fall out of balance and their insecurities are brought to the surface. Every adversity makes us either bitter or better. Discover how to keep performance, morale, and satisfaction high when security and stability seem low. This workshop teaches:

- The stages of personal transition
- How to prevent fear and worry from draining employee energy
- How to help others gain a sense of control in the midst of the transition
- Four steps to uncovering the "real problem"
- The power and art of focus during chaos
- The most effective technique for dealing with stressed out co-workers

GENERAL SESSION WORKSHOPS DESCRIPTIONS

GS1-75

Title: *Be All You Can Be & Survive to Tell About It: Stress Management*

Marion Stevens

Description: Stress is measured by the beholder. What is stressful to one person motivates the other. Yet much of our motivation comes because of stress. This workshop will give you hands-on learning tools to understand and manage the stress in your life to get the greatest motivation.

GS1-76

Title: *Do You See What I See? Do You Know What I Know?*

Joyce Walden

Description: Participants will learn how to analyze their credit reports. For a free credit analysis, please order your credit reports ahead (at least two to three weeks before the seminar) at the following: Equifax 1 800 685-5000/www.Equifax.com, Transunion at 1 800 851-2674/ www.Transunion.com, and Experian at 888 397-3742/www.Experian.com. Participants are asked to bring the three credit reports to the workshop. Understand what the creditors are looking for when making a decision to extend credit. Learn how to stop creditors from soliciting and making inquiries into your credit profile. Attendees will learn what to leave on the reports and what to have removed. Learn when it is appropriate to have your credit report requested or pulled by a creditor, how a creditor can determine when you are having financial problems or if you are shopping for a certain commodity. Know the most efficient way to contact the credit reporting agencies and get results!

GS1-81

Title: *Living Past a Parent's Illness*

Marie Lopez

Description: When a parent is diagnosed with a debilitating illness it can be one of the most difficult challenges you can encounter. The diagnosis can leave you, as the adult child, feeling frightened as you come to the realization that it is your responsibility to care for the parent who once cared for you. The proper term is role reversal. Knowledge of your situation, the ability to care for yourself as the caregiver and the skill to provide your loved one with the level of care he or she requires are among some of the areas that will be covered in this session.

GS2-11

Title: *Math Refresher (All day session, select GS3-11 for Part II p.m. Session)*

Linda Bors

Description: **** Please bring a basic hand-held calculator with you**** Part I – Percents: Understand and learn percents, and the relationship between percents, decimals, and fractions. Solve percent problems using proportions and equations; plus set up and solve common applied problems using percents.

GS2-12

Title: *Getting That Job*

William Eason

Description: Supplies participants with career management tools to help project a stronger, more professional image during a job interview. Participants will improve interview skills through understanding “what to do or say” and “what not to do or say” to ensure the success of an interview. The workshop will: define a job interview, explain the three phases of an interview, provide interview tips, and share employer comments on winning interviews.

GS2-13

Title: *Who Am I and Where Am I Going?*

Linda Fresh

Description: Many of us ask ourselves how we got to where we are in our lives – personal, professional, financial, spiritual, etc. – and where we are going from here? This workshop focuses on finding out how you got there and deciding where you want to go from here. Participants will learn life mapping, mind mapping, and goal setting techniques.

GS2-14

Title: *How Work Affects Your Home and How Home Affects Your Work*

Dorene Ludwig

Description: Are you getting the basics in your life? Do you have Food for Thought that gives you a little zest and “Tang?” Have Shelter that provides a pressurized chamber with life-support and a launch pad for your endeavors? Do you know how to immunize yourself against toxins and “dis-ease” in your nerve center, or do you go into orbit over the slightest thing? Learn how to fight epidemics of depression, tension, negativity, and anger and how to Weather any Storm. Do you have trouble separating primary needs from secondary essentials? The little things DO count – for you AND against you. Here's a chance to make the reentry into your workplace after this conference a more meaningful one.

GS2-15

Title: *How To Stay Employable*

Bert Henderson and Phoenix McKinney

Description: Big changes are happening everywhere in our world. Some experts even tell us that change itself is changing. It is happening faster and bringing with it more fundamental transitions in our lives and work than ever before. Those who are employed are feeling less sure of a secure future in their jobs, their companies and their industries. This workshop will help you understand what is happening; then will help you plan and prepare yourself for a “goof-proof” career in a changing and uncertain environment.

GENERAL SESSION WORKSHOPS DESCRIPTIONS

GS2-16

Title: *Beatitudes for the Bureaucracy*

Bobbe L. Sommer

Description: How often are you bogged down by senseless rules and regulations that are strictly enforced? How many times have you pulled your hair out trying to get a project through layers and layers of distorted communications? Come and learn how to keep your spirit alive when dealing with bureaucratic madness.

GS2-21

Title: *Do You Have Hardening of the Attitude?*

Tara Herriott

Description: Do you have hardening of the attitudes??? As each of us pass through our lives we are faced with trials and obstacles that mold and shape us. Some are crushed by the weight of everyday living; yet others turn enormous problems into lessons that enrich their lives. What is the reason for that? Tara will show you five ways of realizing: It's not what happens to us in life that matters...but how we respond to it.

GS2-22

Title: *If You Can't Say Anything Nice, What Do You Say?*

Sarita Maybin

Description: We've always been told that if we can't say anything nice, we should not say anything at all. Yes there are times when we may need to give constructive criticism or resolve a conflict situation. This workshop will provide the necessary tools to handle these challenging situations with tact and skill. Highlights include a three-step process for confronting conflict, how to control your emotions in difficult situations, and how to respond to hidden agendas. PLUS ... learn what to do when the conflict is with your boss!

GS2-31

Title: *Privileged Americans*

Bruce Clarke

Description: This three-hour interactive session discusses the various privileges that we all have based on personal and organizational power, socialization, race, religion, ethnicity, physical abilities, education and gender. These are the same privileges that we may be unaware of or through complacency, have just taken for granted. Privileged Americans and Diversity is directly related to our personal biases, stereotypes and discriminatory acts, both intentional and unintentional. It has a direct impact on diversity programs, personal interactions, personal awareness, cognitive growth, client/customer interactions and a host of other applications. This session is intended for all audiences regardless of position or status. In addition to the interactive session, attendees will have the opportunity to take a voluntary self-assessment to determine their own Personal Discrimination Factor (PDF).

GS2-41

Title: *Military Women's Forum*

Carol Culbertson

Description: The target audience of this workshop includes military women (officer, enlisted, active duty, reserve, National Guard, and Coast Guard) as well as those who support women serving in the military, such as family members and friends.

GS2-42

Title: *Understanding Your Government Retirement Benefits*

Sandra Moody

Description: This training helps employees to understand their benefits provided under CSRS, FERS, Thrift Savings and Federal Employee's Group Life Insurance and strategies to coordinate these benefits with personal assets. Participants receive complimentary personalized computer analysis of their benefits and a helpful booklet entitled "Your Federal Civil Service Benefits".

GS2-43

Title: *FEW Chapter Officer Training, Part I (All day session, select GS3-41 for p.m. Session)*

Marion Stevens

Description: FEW Chapter Officer Training is an exciting opportunity, in a workshop setting, to get the information you need to be an effective officer and member of Federally Employed Women. A partial list of topics covered includes organization structure and functions at the national, regional and chapter levels; roles and responsibilities of chapter officers; roles and responsibilities of committees; and how to conduct a chapter meeting. Many working examples will be available.

GS2-44

Title: *FEW Regional Manager/Regional Representative Training (All day session, select GS3-43 for p.m. Session)*

Description: This workshop will identify the duties and responsibilities of Regional Managers and Regional Representatives. Practice techniques to stay focused on goal and plans. Explore strategies for organizing chapter and reducing chapters on waivers.

GS2-45

Title: *Federal Women's Program Manager Forum (Repeat of morning session, not a continuation)*

Jean Parker and Patricia Wiggins

Description: This course is designed by departmental and agency headquarters-level Federal Women's Program Managers (FWPMs) from Washington, D.C. for all FWPMs at any level. The workshop is designed for FWPMs to learn about their roles and responsibilities, to share ideas on preparing a work plan, forming an advisory committee,

GENERAL SESSION WORKSHOPS DESCRIPTIONS

planning and executing education and awareness events and to identify program resources

GS2-46

Title: FEW New Member Orientation

Patricia Wolfe

Description: This workshop is presented by FEW's Executive Vice President and is directed to new and prospective FEW members. The workshop will inform you about FEW's history and current program direction and will consist of segments on FEW's Legislative Program, FEW's Diversity Program, Sexual Harassment/Discrimination, the EEO Complaints Process, and FEW's Training Programs.

GS2-51

Title: Microsoft Excel 2000-Level 2 (Computer Lab, All day session, select GS3-51 for p.m. Session)

New Horizons Computer Learning Centers

Description: Students will learn the skills and concepts necessary to create charts and to use the list-management capabilities of Excel 2000. You will create, modify and format charts; use graphic objects; sort and filter data.

(NOTE: Limited to 50 attendees)

GS2-52

Title: Microsoft PowerPoint 2000– Level 2 (Computer Lab, All day session, select GS3-52 for p.m. Session)

New Horizons Computer Learning Centers

Description: Students will learn advanced features of PowerPoint, including customizing templates and the PowerPoint environment and making a presentation interactive by using hyperlinks and action buttons. You will also work with multimedia; work within the Office Suite; build interactive presentations; and collaborate on the web.

(NOTE: Limited to 50 attendees)

GS2-53

Title: Understanding the Web and Managing a Site

Dr. Cheri Moore

Description: Learn more about Information Technology by gaining an understanding of the Web and managing a site. Learn what a Webmaster is, how to manage a web site – all fascinating tips to the World Wide Web and the subject of web mastering.

GS2-61

Title: Time Management

Rosie Lumetta

Description: Time is the only coin of life – be careful or others will spend it for you! Is this how you feel...that all the key players in your life – your spouse, kids, co-workers, friends – are spending your time coins? Do you feel like you're moving through your day at warp-speed? Do weeks fly by and you can't remember where your time went? If this is an

accurate description of how you feel, then this workshop is just the ticket for you. Because, when all the time coins of your life have been spent, you'll want to make sure that they were well spent doing the activities that you love; that energize you; and that give you satisfaction. This is an interactive workshop with individual and small group exercises where you'll learn how to determine exactly where your time is spent. You'll also learn how to eliminate self-defeating behavior along with learning new techniques to set personal priorities and delegate more work.

GS2-62

Title: "Character Based" Personal and Team Leadership
Dr. William Powell

Description: In this dynamic session, areas to be covered include the examination of "Character Based" Attitude/Personality, Interpersonal relationships at home and work, your decisions and choices based on character and the quality of your decisions and choices. The interactive workshop will include the identification of character flaws at work and how to re-tool character and integrity issues. You will learn how to inspire character and integrity in work and home relationships as well as how to thrive and survive in an organization where decision making on a moral high ground is virgin territory. Participants will also learn "Character Based" mentoring and role modeling skills. This lively session will leave participants with skills in how to build relationships with integrity and honesty as well as how to increase team trust through "Character Based" influencing. Participants will leave Rev. Dr. Powell's sessions with practical steps to take and actual tools to use to adjust their attitudes. This session will make you laugh and it may make you cry – you can be sure that you won't be bored. Don't miss this upbeat session.

GS2-71

Title: Maintaining Balance – Home, Family and Entrepreneurship – A Choice for Women

Victoria Peake

Description: According to the Small Business Administration's Office of Women's Business Ownership, women are starting businesses at twice the rate of all businesses and are staying in business longer. Come explore the choices women are making; discuss balancing business demands and family and receive multiple resources.

GS2-72

Title: The Superwoman Complex

Carrolle A. Rushford

Description: Are you tired of trying to do it all—to be everything for everybody? If you're a woman with multiple roles, chances are you expect yourself to operate as a Superwoman. This session will deal with developing an understanding of the special pressures of multiple roles, and to explore techniques to keep your sanity in an ever-demanding world of work, family, community and self.

- Identify how societal pressures place demands on women

GENERAL SESSION WORKSHOPS DESCRIPTIONS

- Understand self-imposed role expectations
- Develop techniques to channel expectations positively
- Increase personal productivity by revamping priorities

GS2-73

Title: Credit Resolution

Joyce Walden

Description: Participants will spend an intense one to two hours learning how to read and analyze their credit reports and how often to get a copy of their report to ensure all information is valid and correct. There will be interactive time to answer burning questions from the audience. To request your free credit reports call: Equifax 1 800 685-5000/www.Equifax.com, Transunion at 1 800 851-2674/www.Transunion.com, and Experian at 888 397-3742/www.Experian.com. (Please order your credit reports at least two to three weeks before the seminar.) Participants are asked to bring the three credit reports to the workshop.

GS2-74

Title: The Garbage Truck Comes on Tuesday and Friday

Janie Walters

Description: The poet has said, "Into every life a little rain must fall." While the statement is true, the wisdom ignores the fact that we don't have to get wet! Using well-documented research, audience participations, and lots of laughter, this session highlights practical "umbrellas" for neutralizing negative experiences and feelings.

GS2-81

Title: Take Charge of Your Life – Stress Management Seminar

Joyce Duco

Description: Stress affects all of us from time to time, but we don't have to let it control our lives. In this seminar, we will learn types of stress, how to deal with stress, a positive look at rejection, and discover some choices we can make to survive stressful situations. We will re-examine "security" and decide whether it's worth the stress we pay for it. We will also learn how to use our amazing mind to take charge and turn our life around.

GS2-82

Title: Finding Your Space When It's Your Turn To Be the Care Giver

Wilma Schmitz

Description: The purpose of this program is to assist the "Sandwich Generation" to develop a plan to assist their older family members to stay independent, as long as possible, or to develop a "circle of care" when they need assistance.

GS3-11

Title: Math Refresher Part II (Continuation of GS2-11 from a.m.)

Linda Bors

Description: ** Please bring basic hand-held calculator with you ** Part II – Learn and solve applied problems using proportions; convert American units to linear measure and weight; and solve common applied problems involving perimeter and area.

GS3-12

Title: Dressing for Success – Personality Plus (Repeat of a.m. session, not a continuation)

Catherine Eyer and Melinda Crawford

Description: See GS1-11 for workshop description.

GS3-13

Title: Seeing Change as Leading to Growth and Improvement

Barbara Gray

Description: Changing to living consciously entails: A mind that is active rather than passive, An intelligence that takes joy in its own function, Being "in the moment," without losing the wider context, Reaching out toward relevant facts rather than withdrawing from them, Being concerned to know "where I am" relative to my various (personal and professional) goals and projects, and whether I am succeeding or failing.

GS3-14

Title: Sisters Together: Breaking Barriers to Achieve our Dreams

Nancy Lewis

Description: This workshop will focus on the lessons learned that women have overcome in their personal and professional lives. These obstacles have shaped us, strengthened us, encouraged us, and moved us from adversity to victory. This session will share real experiences about real women breaking barriers to achieve their dreams while remaining anchored.

GS3-15

Title: Professionalism and Prosperity

Victoria Peake

Description: Responding to one's business and personal environment with confidence and authority is key to successful interactions, business and personal growth. The focus of this workshop is making an investment in ones self! We will survey the importance of Business Etiquette, Business Dining and Networking. Techniques and strategy will be shared.

GENERAL SESSION WORKSHOPS DESCRIPTIONS

GS3-16

Title: You Want Me To Do What, by When?

Bobbe L. Sommer

Description: Ever walk away from a situation shaking your head and mumbling to yourself, “Why did I say I would do that?” If so, this class is for you! Learn how to set limits, maintain boundaries and say no in a positive and proactive way that maintains good relationships.

GS3-21

Title: Public Speaking is a Piece of Cake

Lillian Cooke

Description: This workshop is based on teaching the basics of public speaking. The presenter gives tips on deciding what to talk about, overcoming nervousness, natural body movement, and using props to enhance your message. Tips are provided for getting the audience’s attention with a ‘grabber’ for a speech opening, to help the audience stay focused on what you’re talking about, and for a memorable conclusion to help the audience remember what you talked about long after the speech is over. This workshop is for you whether you’re a beginner at speaking or whether you’re a veteran. Communication is key, and this workshop will help you become a better communicator at home and at work.

GS3-22

Title: Negotiating For What You Want

Toy Taira

Description: It’s fun to get what you want. And it’s more fun when you negotiate for it. Learn how to modify your behavior and learn the skills needed:

- To successfully gain what you desire
- To learn a negotiating process that will ensure your success
- To learn the skill of negotiating and understand the hidden talents needed
- To practice how to accomplish each step in the process
- To develop the confidence you need to try it out after the conference
- To have fun

GS3-31

Title: EEO Complaints Process and Overview

Julius Crouch

Description: This seminar will provide an overview of the current EEO Complaints Process from the complainant’s perspective. We will cover the entire process from the recognition of a Discrimination Problem through the preparation for use of the process. This class will cover the framing of the issues, use of ADR processes, compensatory damages, and filing a winning case, if necessary. This is a course that addresses basic information on the current EEO Complaints process.

GS3-32

Title: ADR From a Complainant’s Prospective

Greg Moore

Description: A stimulating workshop designed to allow the participants to understand fully what it means to them when an agency offers ADR to resolve their dispute. ADR is the wave of the future in order to decrease the administrative dispute burden complaints and grievances have on any organization. What should a participant expect, what is important to understand, and how should the agreement be crafted to provide the maximum benefit to both the claimant and the agency?

GS3-33

Title: Dealing With EEO Burnout

Carrolle A. Rushford

Description: Jobs in EEO provide different work stressors than product-oriented positions. The people who seek your assistance are very often traumatized by the events and processes—both from the employee and management perspective. Many organizations offer minimum support to EEO issues, yet expect program people to produce maximum results. All these pressures lead to a higher burnout factor. This presentation will deal with techniques to reduce negative effects of this kind of stress.

- Understand why EEO stress is a special kind of stress
- Identify factors which can be controlled
- Utilize techniques to deal with stress more positively

GS3-41

Title: FEW Chapter Officer Training, Part II (Continued from a.m. session GS2-43)

Marion Stevens

Description: See G2-43 for course description.

GS3-42

Title: Legislative Update

Ann Bley

Description: Legislation being introduced and considered by Congress impacts on the Federal workforce across the board. Explore issues of particular concern to Federal employees, and the up-to-date status of legislation that could impact significantly on women’s careers with the Federal government.

GS3-43

Title: FEW Regional Manager/Regional Representative Training (Continued from a.m. session GS2-44)

Description: See GS2-44 for course description.

GENERAL SESSION WORKSHOPS DESCRIPTIONS

GS3-51

Title: Microsoft Excel 2000-Level 2 (Continuation of morning session GS2-51, you must take both sessions)
New Horizons Computer Learning Centers

Description: See GS2-51 for course description.
(NOTE: Limited to 50 attendees)

GS3-52

Title: Microsoft PowerPoint 2000 – Level 2 (Continuation of morning session GS2-52, you must take both sessions)
New Horizons Computer Learning Centers

Description: See GS2-52 for course description.
(NOTE: Limited to 50 attendees)

GS3-61

Title: Setting and Measuring Goals and Objectives
Dr. Marc A. De Simone, Jr.

Description: This 2 hour session assists participants in mastering the basic elements of Strategic Planning through setting S.M.A.R.T. (Specific, Measurable, Attainable, Realistic, and Time-Focused) Goals, Objectives, Action Steps, and Tasks necessary to achieve their organization's mission while staying true to their guiding principles and core values. Metrics (means of measurement) for "inspecting what you expect" are also taught in a down-to-earth manner for the mathematically phobic.

GS3-62

Title: Leadership Skills – Empowering the Leader Within
Dr. Joan De Simone

Description: This highly interactive seminar assists participants in empowering the leader within themselves and others by mastering the ancient secrets of the four cardinal virtues: Wisdom, Courage, Inner-Order, and Justice and their subsidiary virtues (good habits for leaders), which are necessary for developing leadership skills. This seminar is based on the concepts of Dr. Joan De Simone's book by the same name and her upcoming second book on Women in Leadership.

GS3-63

Title: Professionalism and Its Impact On Your Career
Peggy Morrow

Description: Professionalism is a trait that is highly valued in the workplace. Yet it can have many meanings and interpretations. Through a fast-paced, interactive session, you will learn the qualities of professionalism necessary to create positive impressions with your internal customers and coworkers and help you get ahead in your career.

GS3-71

Title: Buy a Car Without Getting Ripped Off
William Eason

Description: You will be armed with the necessary information for negotiating a good deal when buying a new

car. The automobile is one of the most expensive items we'll own and the most stressful item to purchase. Statistics suggests that women and minorities on average pay more for the purchase of an automobile than a white male. This workshop will improve car-buying skills by providing participants with new car buying strategies. The presentation will reveal dealers' hidden fees and it will discuss the advantages and disadvantages of leasing a new car.

GS3-72

Title: Celebrating Life
Debra Washington Gould

Description: This workshop will address ways in which to value others and yourself. Recognize your purpose for living and how to live within your purpose. Learn how to affirm your worth and how to release the energies required for mental and physical well-being.

GS3-73

Title: Legal Checkup for the Sandwich Generation
Nancy Larson

Description: Get a handle on your legal "health". Topics include: "The Five Wishes" (a healthcare power of attorney valid in 33 states), planning for challenging health care and financial decisions, advance directives, palliative care and incapacity.

GS3-74

Title: Crime Prevention for the Private Citizen
Metro Crime Prevention of Florida

Description: It's easy to try and ignore the facts, but, whether we like it or not, the reality of crime affects us all. Whatever the crime – a purse snatched, a home burglarized, a car stolen, or a shopper mugged – crime touches two victims; one is the person who suffers the loss or injury, the other is the community. What can we do about crime? How can we begin to take back control over our lives and stop living in fear? What can we do to restore our personal and civic freedoms and rebind us as a community? The Metro Crime Prevention of Florida Safety Program is designed to help us accomplish these goals. They help people learn to be proactive against crime and take simple precautions that will enhance their personal safety.

GS3-75

Title: How to Build a Solid Credit Foundation for Life
Joyce Walden

Description: Given the ever-changing state of the economy, a large majority of the population will be affected from a credit standpoint. This workshop deals with the changes in the fair Credit Reporting Act, how to maintain good credit and how to reestablish blemished credit.

GENERAL SESSION WORKSHOPS DESCRIPTIONS

GS3-81

Title: 10 Commandments for Self-Empowerment

Wanda Dorsey

Description: 10 Commandments for Self-Empowerment is a powerful workshop to help you gain understanding and acceptance about who you are and about the inner power we all possess. This discovery can create a zest for life necessary for happiness and productivity. The workshop is designed to assess your self-confidence, help you understand and accept the concept of personal responsibility, and teach you some strategies for developing and maintaining a positive self-concept.

GS3-82

Title: Menopause and Me

Dr. Cheri Moore

Description: An in-depth look at the symptoms of menopause and the effect it has on the body. This presentation will also include an overview of a multitude of relief methods.

GS4-11

Title: Never Ask a Cactus For a Helping Hand

Bobbe Sommer

Description: Discover your inner strengths and skills through utilizing your emotional intelligence. Find how your natural, unique talents combine to produce great leadership skills. Are you more right brain or left-brain orientated? Come and find out and learn how to maximize your strengths.

GS4-21

Title: Effective Hotel Contract Negotiations

Jeff Sacks

Description: There is no doubt about it, the face of the meeting industry is changing. You've heard all the buzz - - Is it a sellers market or a buyers market? Hotels and event centers continue to consolidate; attrition and penalty clauses are alive and well; revenue per available room (RevPar) is more important than ever. What does this all mean and where does that leave you when planning an off-site meeting? Are your negotiating skills what they should be? Can you continue to reserve rooms and meeting space the same old way? What kinds of concessions can you negotiate? Learn tips from the pros on hotel negotiations, food and beverage orders, meeting room set-up and more. This session is for everyone!

GS4-22

Title: Negotiation Skills

Dr. Joan De Simone

Description: This program guides participants through the practice of Principled Negotiation as compared to the "Positional Bargaining" method of negotiation traditionally used. Based on the best selling book "Getting to Yes."

GS4-23

Title: Parliamentary Procedures for Productive Meetings

Shirley Radcliffe

Description: The focus of this workshop is on basic parliamentary rules for productive and time efficient meetings. It will provide parliamentary procedures for all members of an assembly—officers, committees and participating members—the use of which will result in decisions that are fair and just to all concerned. Guidance provided will include rules for presiding at meetings; developing the agenda; getting ideas before the assembly, modifying another's ideas and making decisions; and the duties and rights of all members.

GS4-24

Title: Write in Plain English (WIPE)

Dr. Marcie Riley-Elliott

Description: This presentation will begin with a lesson in writing strengths and weaknesses, then move on to show you how to obtain success in the business world through writing. It will show you the value of effective writing in your workplace, including getting those KSAs done for your next promotion; and introduce you to two "Quick and Easy" writing techniques.

GS4-31

Title: Preparing for Downsizing and Contracting Out

Julius Crouch

Description: This class is an overview of the methods used to contract out government jobs. This course will provide background information that employees need to prepare for the changes that are taking place throughout government. This course provides a foundation for all employees to prepare for their future and to avoid the pitfalls of those who have already experienced this situation.

GS4-32

Title: Diversity Is Like a Mirror

Arlena Fitch-Gordon

Description: How do you see yourself when you look in the mirror? What prejudices, myths, assumptions or stereotypes could be reflected in your image? We never see ourselves as other people see us. During this workshop, we will be preparing our own individual Diversity Report Cards. As we grade our "Diversity Report Card", it should challenge us to think about ourselves. We will explore ways to go beyond diversity awareness to achieve diversity results within your own agency.

GENERAL SESSION WORKSHOPS DESCRIPTIONS

GS4-33

Title: Sexual Harassment – The Real Deal

Greg Moore

Description: Since before time, we as a nation, have been constantly confused as to what sexual harassment really is. This new and fresh look at the subject allows the participants to interact in a session designed to clear myths and realities into a cohesive understanding of the “real deal” surrounding this organizational nemesis.

GS4-34

Title: Diversity in the Federal Workplace

Mercedes Olivieri

Description: This is a discussion about what happens when a workplace diversifies its numbers—but not its culture. Its goal is to provide awareness about the effects of cultural differences on the career satisfaction and opportunities of minority employees and on their organizations.

GS4-41

Title: Social Security: Planning for Your Future

Maria Artista-Cuchna

Description: This session will discuss your benefits under Social Security, Federal Employees Retirement System (FERS) and the Civil Service Retirement System (CSRS). It will cover the information that women need to know in planning for a secure financial future. It will look at the Social Security Statement as a tool used in financial planning and inform women about the importance of financial planning.

GS4-42

Title: FEW Awards Training

Iris Seals

Description: This course will provide an overview of the FEW National Awards Program and will assist chapters in the development of their chapter, regional and national award submissions. The session will cover: types of national awards; what awards chapters are eligible for; time frames; criteria used for scoring; and samples of winning packages.

GS4-43

Title: FEW National Board Orientation (Mandatory for Board of Directors)

Speaker: TBD

Description: Required for nationally elected officers, committee chairs, regional managers, and regional representatives. Overview of duties and responsibilities of National Board of Directors, Leadership Development and tips on recruiting and retaining members.

GS4-44

Title: Legal Education Fund (LEF) Briefing

Janet Cooper

Description: Recent cases decided in the Supreme Court, Appellate Courts, lower courts, EEOC, and OPM are presented and discussed as to the implications for Federal employees. New regulations, laws, executive orders, or OPM directives having impact on Federal employees, especially in the EEO area, are presented and discussed. Specific cases and rulings are reviewed. Session is informal and ample time is reserved for questions and answers, sharing of experiences and interchange among the participants. While geared primarily to EEO and Personnel/HR professionals, FEW chapter members who are resource persons for members, private attorneys new to Federal EEO [it is different!], litigants, and those seeking general information find this workshop of great value. Presenters will be available throughout the NTP for consultation.

GS4-45

Title: Freedom of Information Act (FOIA) Briefing

Jeanette S. Hite

Description: The Freedom of Information Act is a powerful piece of legislation. It is also a fascinating field of work. This overview of the FOIA will spark your interest in the Act and pique your interest to a possible change in career field.

GS4-46

Title: Understanding Your Government Retirement Benefits (*Repeat of GS3-42, not a continuation*)

Sandra Moody

Description: See GS3-42 for course description.

GS4-47

Title: Catapult Your FEW Membership Numbers

Rhonda Trent and Ellen McKenzie

Description: This session is specifically designed to cover, either during the class or in the workbook you will receive, everything relating to recruiting new members and retaining current ones.

GS4-51

Title: Email Etiquette

Kimmarie Barrett

Description: This class will present some simple guidelines for electronic mail etiquette. It will attempt to highlight important issues that affect the clarity of the email we send. Some of the items that will be covered are addresses and personal names, subject lines, message length, content, format, replies, signatures, courtesy, and “smiley faces”. Electronic mail is all about communication, so clarity should be our goal.

GENERAL SESSION WORKSHOPS DESCRIPTIONS

GS4-61

Title: The Six Steps of Effective Delegation

Dr. Marc A. De Simone, Jr.

Description: This session reveals the mysteries behind intrinsic and extrinsic “motivation” and how to get others to do their work the right way, on time, every time. It shows the difference between a “can’t do” and a “won’t do” situation when employees are failing to perform according to expectations and standards and then shows you how to fix each!

GS4-62

Title: Focus on You

Dr. Cheri Moore

Description: This presentation will cover: Goal Direction – defining what is a goal and what are you attempting to accomplish; get clarity of direction and a strategy in positioning. Managers will be more effective and Supervisors will make effective delegations.

GS4-63

Title: What Does Riding Your Own Motorcycle Have to Do With Leadership

Pamela Prewitt

Description: In the context of becoming a motorcycle rider, the presenter will discuss with participants ways to develop attributes that men have that make them successful in the workplace. The workshop will inform participants of the single most important attribute women must have to be successful and describe techniques for developing that attribute.

GS4-64

Title: Popeye and Popsicles or POP Goes the Weasel: “Humor for Life”

Janie Walters

Description: “Humor for Life” is a funny presentation that magnifies the human need for laughter and joy. The content documents numerous benefits of laughter and offers some practical ways to add humor to our daily lives, including the workplace. Give your face a workout. Come laugh and learn and energize yourself in “Humor for Life.”

GS4-71

Title: Terrorism: What Is It?

Bert Henderson and Phoenix McKinney

Description: The events of September 11, 2001, are changing the way we in the United States view ourselves, view our neighbors and view our world. The word “terrorism” is now part of our every day vocabulary. But, what is terrorism and how does it work? How can you respond to the threat of terrorism? How can you guard against terrorism in your environment? This workshop will help you understand the concepts that make terrorism a vicious modern weapon and guide you in guarding against terrorism in your world.

GS4-72

Title: Discovering the Uniqueness of You

Susan G. Relfe

Description: Participants will travel outside the world of “normal” and “average” to appreciate the special qualities they alone possess. Learning to appreciate personal uniqueness can expand satisfaction beyond each ones dreams. Within an atmosphere of fun and sharing, this workshop develops the positive attributes of the participants for the challenges of the future

GS4-81

Title: Elder Hostel

Linda Beauregard

Description: This workshop will give an overview of the Elderhostel history and the present programs around the country. The speaker will give insight into what it takes to put a program together and will have the workshop attendees take a look at the Elderhostel programming at San Pedro Center in Florida. She will introduce you to Elderhostel programming through a live presentation of one of their more popular courses.

GS4-82

Title: Women’s Health Issues – How to Keep the Energy Flowing

Barbara Gray

Description: Your body has been marvelously and wondrously created; it contains healing powers within. Some of the reasons illness appears in the body are because the spirit/mind/body is out of balance and alignment causing the immune system to function improperly. This session teaches participants how to observe the body’s alignment, awareness of the body’s energy pathways, how to discover blocked, negative energy, and how to replace destructive belief systems, thoughts and memories. Learn how to take charge of your health!